



Europass Curriculum Vitae

Personal information

Surname / First name **Rogelj Matej**
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Education and training

Dates October 1982 till June 1989
Title of qualification awarded **University degree in economy**
Principal subjects/occupational skills covered International Economic Relations
Name and type of organization providing education and training University of Ljubljana, Faculty of Economics
Level in national or international classification 7th

Training, seminars

- Seminar on Industry Associations in Asian and European Countries in 2015 (Ministry of Commerce of People's republic of China & Academy for International Business Officials, Beijing, July 2015)
- Basic training in the areas of treatment and protection of classified information (Office of the government of the Republic of Slovenia for the protection of classified information, 2014)
- Consultancy - "Train the trainers" (Edge Innovative Learning Ltd. Belfast, Northern Ireland, 2006),
- Public appearance, communication with media, moderating events, rhetoric (School of rhetoric, Ljubljana, 2004 and Centre for Business Training, Ljubljana, 2005),
- Chambers' activities (Eurochambres Bled - Slovenia, 2003 and Annecy - France, 2004),
- Software tools – PowerPoint (ISA Informational Technologies, Ljubljana, 2001),
- Setting up and operating wage system (Educational Centre Miklošič, Ljubljana, 2000),
- ISO 9000 and ISO 14000 Standards – internal audit (Biro Q, Ljubljana, 1998 and SIQ, Ljubljana 1999),
- Marketing (Centre for Technological Training, Ljubljana, 1997),
- German (Cene Štupar, Ljubljana 1989 and 1990).

Collaboration in bodies

- member of "Experts' Council for International Development Co-operation" at Ministry of Foreign Affairs of Republic of Slovenia (since 2006)
- member of Management Board of "Macedonian Slovene Business Club", Ljubljana (since 2012)
- member of the Inter-ministerial Economic Commission for Co-operation with Indigenous Slovenian National Community in Neighbouring Countries (since 2014)

Work experience

Dates April 2001 till today
Occupation or position held Deputy Director of International Relations Department at CCIS (currently), Area Manager (till 2004),
Main activities and responsibilities

- business consultancy in regard with the of Western Balkan countries, Turkey, UK, Ireland
- project work, leading, participation, implementation of specific contracts
- cooperation with government, ministries and governmental bodies on various topics
- internationalisation, business missions and event management

Name and address of employer	Chamber of Commerce and Industry of Slovenia - CCIS , Dimičeva 13, 1000 Ljubljana, Slovenia
Type of business or sector	Chamber of Commerce and Industry
Dates	December 1999 till March 2001
Occupation or position held	Assistant Manager
Main activities and responsibilities	Managing and organising sales, participating in public competitions (tenders), communication with foreign principals, modernisation of internal organisation
Name and address of employer	Avtotehna GVTO d.o.o. , Celovška 228 , 1000 Ljubljana, Slovenia
Type of business or sector	Trade (authorised dealer of "Iveco" trucks)
Dates	March 1998 till December 1999
Occupation or position held	Chief of Store
Main activities and responsibilities	Managing most of the business and organisational activities of the company (sales of wooden products for furniture and constructing industry)
Name and address of employer	Javor trgovina d.o.o. , Celovška 268 , 1000 Ljubljana, Slovenia
Type of business or sector	Trading in wooden products
Dates	June 1991 till February 1998
Occupation or position held	Sales and Marketing Manager (till 1998), Sales Executive (till 1993)
Main activities and responsibilities	Managing or participating in management of wholesale, retail (salesroom), net of sales representatives, imports - exports, consignment stock, marketing policy & promotion, establishing and controlling foreign subsidiaries (Bosnia & Herzegovina)
Name and address of employer	Gramex d.o.o. , Verovškova 72, 1000 Ljubljana, Slovenia
Type of business or sector	Trading in building/construction materials
Dates	July 1989 till June 1991
Occupation or position held	Sales Executive (till 1991), probationer (till 1990)
Main activities and responsibilities	Exports of furniture to Middle East and developing countries
Name and address of employer	Lesnina Interles d.o.o. , Titova 51, 1000 Ljubljana, Slovenia
Type of business or sector	Trading – exports & imports of furniture
Participation in projects	<p>Project expert in EXPEDIRE cross border Interreg project addressing new exporters in southern regions of Austria and eligible regions in Slovenia [CCIS, 2017]</p> <p>Project expert in "Entrepreneurial training of unemployed women with tertiary education", financed by Public Agency SPIRIT Slovenia; lead partner: Ljubljana Chamber of Commerce and Industry [CCIS, 2016]</p> <p>Head of project (lead partner) in cross-border project "SI-K Exportcoop SEE", co-financed by EC - European Regional Development Fund, facilitating capacity building and joint market entry of Austrian (Carinthian) and Slovenian SMEs in South-eastern Europe [CCIS, 2011 - 2015]</p> <p>Project expert (outsourced) in "2nd training days of small businesses Grosuplje 2015 – How to address and succeed in foreign markets" project; co-financed by Grosuplje regional chamber of craft and small business and The municipality of Grosuplje; organiser: Izobraževalni zavod ZNANJE (Training Institute "KNOWLEDGE"), Grosuplje [CCIS, 2014]</p> <p>Partner (project expert) in "The enterprising Zasavje Region"; partly financed by the European Union, the European Regional Development Fund (Operational Program for strengthening regional development potentials for the period 2007-2013); lead partner: Regional Development Centre, Zagorje ob Savi [CCIS, 2014]</p> <p>Partner (project expert) in »Yozgat Opens Up Europe with Slovenia« project financed by EUROCHAMBRES (Contract No. TR2009/0135.03-02/007), assisting Yozgat (Turkey) regional chamber of commerce and industry to gain experience, develop skills and design services in the field of internationalisation for local companies [CCIS, 2012 - 2014]</p>

Head of project (partner) in "IMPACT" project (EuropeAid/125728/C/ACT/Multi Business Support Programme for Bulgaria, Romania, Croatia and Turkey). Objective: strengthening the role of BROs and promoting awareness about "acquis communautaire" rules at BROs and the business community in beneficiary countries [CCIS, 2008 - 2009]

Organising seminar on EU business standards and regulations for employees of Chamber of Commerce and Industry of Serbia (PKS) [CCIS, June 2008]

Designing and organising conference "Slovenian Business Week" with active participation of high profile speakers (prime minister and ministers of Slovenia and ministers from Western Balkans) and participation of business missions from the region Western Balkans (B2B) [CCIS, April 2008]

Designing the concept of business clubs - professional councils - mixed chambers for promoting and implementing the interests of Slovenian economy on target markets (Western Balkans & Central Europe) [CCIS 2001 - 2006]

Preparation of concept and mechanism for employing capacities of Slovenian economy in providing, participating, delivering and executing projects which Republic of Slovenia has to (co)finance within its obligations towards international development aid under EU, OECD, UNIDO etc. [CCIS, currently]

Organising international conference with workshops and matchmaking event on Clustering in Central and SE Europe [CCIS, 2006]

Participating and collaborating in Eurochambres events within projects designed to support internationalisation of SMEs through matchmaking events (AL Invest, Asia Invest, Gateway to Japan) and within institution (chambers) building support project PARTNERS [CCIS, 2004 - 2006]

Organising series of three conferences/seminars on How to Do Business with EU in Belgrade, Podgorica (Montenegro), Sarajevo [CCIS, 2004 - 2005]

Organising conference, exhibition and matchmaking event within the frame of Chamber's presiding to Central European Chambers of Commerce Initiative (CEI – CECCI) [CCIS, 2004]

Introducing and implementing of ISO 9000 and ISO 14000 standards in Javor Trgovina d.o.o., Ljubljana, Slovenia (1998 - 1999)

Organising sales and establishing two subsidiaries/outlets in Bosnia and Herzegovina [Gramex d.o.o., Ljubljana in 1994 - 1996]

Organising and executing supplies for project of wartime renovation of 8 Sarajevo school buildings for Intertect, USA, financed by Soros Foundation [Gramex d.o.o., Ljubljana, 1994 – 1995]

Organising foreign trade operations and consignment stock sales of building materials (ceramic tiles) [Gramex d.o.o., Ljubljana, 1992 - 1993]

Personal skills and competences

Mother tongue

Other languages

Self-assessment

European level (*)

English

Serbo-Croatian

Italian

German

Slovene

English, Serbo-Croatian, Italian, German

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User	C2	Proficient User
B2	Independent User	B1	Independent User	B1	Independent User	B1	Independent User	A2	Basic User
A2	Basic User	B1	Independent User	A2	Basic User	A2	Basic User	A1	Basic User

(*) Common European Framework of Reference for Languages

Social skills and competences	Good ability to adapt to multicultural environment, team spirit and good communication skills, gained through my professional activities in private sector (commerce) and institutions, openness for new ideas, ability to consider different views and combine somewhat different approaches in solving problems and delivering results
Organisational skills and competences	Sense of organization gained through organizing operations/processes or events gained through my previous and recent job position, ability to position myself as "reference, worth considering" due to sometimes informal or "lateral" but still competent approach or point of view; I practice democratic leadership style based on cooperation, example and stimulating creative approach
Technical skills and competences	Basic understanding and technical knowledge about construction materials and commercial vehicles gained during my previous job positions
Computer skills and competences	Good command of Microsoft Office (Word, Excel, Power Point) and Internet (current use at work)
Other skills and competences	Sufficiently informed and versed in social matters, arts, philosophy; cycling in spare time
Driving licence	B-Category